

Grant Awarding Policy



Balcombe Parish Council Policy for Awarding Grants

The aim of the Parish Council's Grants Policy is to promote an active and thriving community in Balcombe. The Parish Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community. We will consider requests for financial support for community organisations and individuals, in appropriate circumstances, working for the benefit of Balcombe parishioners, with the intention of improving the range of services and activities in the Parish.

Who can apply for a grant?

Below is a non-exhaustive list of the types of organisations to which grants may be given;

- Charitable Organisations
- Youth/Senior Citizens Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled or vulnerable people
- Individuals, in appropriate circumstances.

The grants can be given to new organisations as well as to established groups.

The organisation must use the funds for projects based in Balcombe or benefiting Balcombe and priority will be given to applicants who can demonstrate that it benefits a significant number of people living in Balcombe.

What can grants be used for?

Grants should be used for specific projects. Examples of which include;

- Equipment
- Development

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- Projects
- Publicity

How much grant is available?

Usually only one application from any one group or organisation will be considered by the Parish Council in any financial year. The Parish Council will maintain a register of successful applicants to prevent multiple awards each year. The total amount of grants made in any one year will be restricted to the amounts set out in the Parish Council's annual budget under Section 137 and 145 of the Local Government Act 1972.

The Council gives grants in varying amounts, the maximum available being £5000. The annual grant budget is limited, and the amount requested may exceed the amount that is available. In such circumstances, if an award is felt appropriate, a proportionate amount will be offered.

It is important that all questions on the application form are answered as fully as possible to provide a detailed picture of the activities of the organisation within the Parish.

Because this fund is for projects that will benefit Balcombe Parish residents, there are some cases where we are not able to provide grants. These include;

- General appeals – such as national or international disasters.
- National Organisation without a locally based group.
- Individuals applying for sponsorship on behalf of another cause.
- Branches that could be funded by their main organisation
- Commercial enterprises that aim to generate profit
- Projects with party political links.
- Projects which discriminate on the lines of 'protected characteristics' - age, colour, sexuality, gender, race, nationality, lifestyle, marital status or lifestyle.
- Services which should be provided by statutory funding.
- Projects considered to be the responsibility of the principal authority
- For buildings that are uninsured.
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive and may be added to at the council's discretion.

How do I apply for a grant?

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Applicants are required to supply a completed application form available on the parish council website, to be accompanied by the documentation requested below:

- where available, audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous financial year (or in the case of a newly formed organization a comprehensive budget and business plan, also a committee structure and bank account details)
- where available, the latest bank statement
- a statement in support of your request (including photographs and plans if applicable)
- where available, a copy of your organization's constitution and any relevant policies (eg health and safety, inclusivity policies)

if the applicant is an organisation, the organisation should usually have a bank account in its own name with at least two representatives required to sign each cheque. The parish council reserves the right to request any additional information to aid the determination of the grant.

All applicants completing an application form will be deemed to have read and agreed to the requirements outlined in the guidance notes and the eligibility criteria and conditions attached to funding.

Timing of Applications

All sections of the application form must be completed and returned with the necessary documentation no later than eight working days prior to a meeting of the full council. Applications received after that date will be carried forward to the next meeting.

Any applications above £1000 are requested to be received by the end of December to enable the Council to account for these in our annual budgets as set in January for the forthcoming financial year.

Categories of application:

Older people (60 and over)

To maximise opportunities for independent living and to provide support and assistance when deemed appropriate.

Activities which maximise opportunity for exercise and socialising.

Young people (zero to 20)

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To support a wide range of activities to empower young people in social, educational and leisure needs.

Arts and culture

To support community involvement in local arts and cultural themes and to promote cultural services.

Sports and recreation

To support participation in local sports and leisure activities. To enable clubs to develop and improve sporting infrastructure.

Enhancing the environment of Balcombe

To improve the environment of Balcombe, safeguard and enrich its heritage/ biodiversity and to sustain community life (e.g. nature conservation, recycling, local history).

Charitable and advice organisations

Organisations who offer advice free of charge and charitable organisations that are of benefit to the residents of Balcombe Parish.

Reporting

Recipients of the grant will be required to submit a progress report regarding use of the grant and benefit achieved after six months. Failure to return a 'report back' may result in the Council asking for all or part of the monies to be paid back.